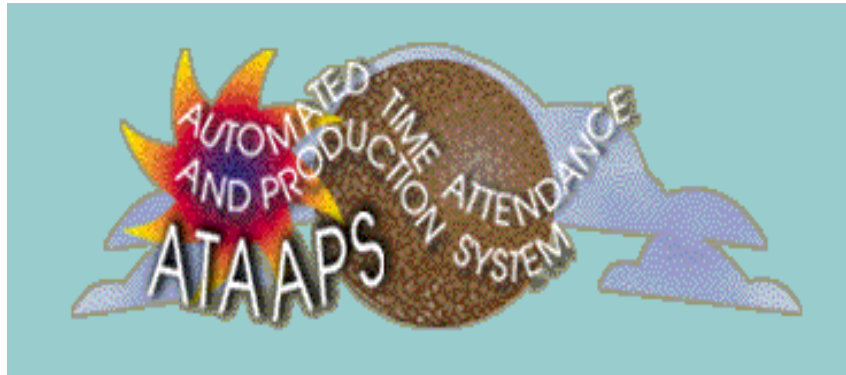


U.S. Department of Energy

DRAFT

Automated Time Attendance and Production System (ATAAPS)



JOB AID

May 2003

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TIME AND ATTENDANCE JOB AID

TYPE HOUR CODES QUICK REFERENCE

PAY TYPE HOURS

NOTE: Expanded Definitions can be found at the back of the Job Aid.

RD - Recess Day
RG - Regular, (Graded)
RF - Regular, First Shift (Ungraded)
RH - Regular, Penalty Pay of 50% (type hour available for use in September '03)
RJ - Regular, Penalty Pay of 100% (type hour available for use in September '03)
RK - Regular, Penalty Pay of 150% (type hour available for use in September '03)
RS - Regular, Second Shift (Ungraded)
RT - Regular, Third Shift (Ungraded)
RX - Regular, Emergency Time (System Generated From Local Holiday Table Only)
RN - Regular, Firefighter Paid Not Worked
RW - Regular, Firefighter Agency Training

OS - Overtime, Scheduled
OU - Overtime, Unscheduled
OX - Overtime, Unscheduled Exception
OC - Overtime, Callback
OA - Additional FLSA Hours
ON - Overtime Scheduled, Not Worked
OE - Overtime, Night Hours

SG - Sunday Work (Graded)
SF - Sunday Work, First Shift (Ungraded)
SS - Sunday Work, Second Shift (Ungraded)
ST - Sunday Work, Third Shift (Ungraded)

HG - Holiday Work (Graded)
HF - Holiday Work, First Shift (Ungraded)
HS - Holiday Work, Second Shift (Ungraded)
HT - Holiday Work, Third Shift (Ungraded)
HC - Holiday Work, Callback
HE - Holiday Work, Double Pay

**TYPE HOUR CODES
QUICK REFERENCE
(CONTINUED)**

LEAVE HOURS - PAID

LA - Annual
LB - Advanced Annual
LC - Court
LF - Forced Annual
LG - Advanced Sick - Not allowed for TOF Involuntary in Panama -
EMP-TYP-CD=A
LH - Holiday
LI - Military, DC Guard
LJ - Shore
LK - Home
LL - Law Enforcement
LM - Military
LN - Administrative
LP - Annual, Restored #3
LQ - Annual, Restored #2
LR - Annual, Restored #1
LS - Sick - Not allowed for TOF Involuntary in Panama - EMP-TYP-
CD=A
LV - Excused Absence
LX - Non-work, Paid (Day Of Death Or Sabbatical)
LY - Time Off Award (Leave)

LEAVE HOURS - NONPAID

KA - LWOP
KB - Suspension
KC - AWOL
KD - Office Of Worker Compensation Program (OWCP) - Not allowed
for
EMP-TYP-CD=J
KE - Furlough
KF - Non-duty, within regular schedule (this code will be removed
from DCPS
system shortly per DFAS headquarters. When code is removed,
system will change KF codes in history to KA.
KG - Military Furlough (called to active duty)

**TYPE HOUR CODES
QUICK REFERENCE
(CONTINUED)**

COMPENSATORY HOURS

CC - Compensatory Time Callback
CE - Compensatory Time Earned

CT - Compensatory Time Taken
CA - Religious Compensatory Time Taken
CR - Religious Compensatory Time Earned
CD - Credit Hours Earned
CN - Credit Hours Taken

ENVIRONMENTAL/HAZARD CODES

Environmental (GS - Pay Status/WG - Actual Exposure)

EA - Flying
EB - High Work - Work on, above, below, or suspended from or between high structures
EC - Floating Targets
ED - Dirty Work
EE - Cold Work
EF - Hot Work
EG - Welding Preheated Metals
EH - Micro-Soldering Or Wire Welding And Assembly
EJ - Hovering Helicopter
EK - Exposure To Hazardous Weather Or Terrain
EL - Unshored Work
EM - Ground Work Beneath Hovering Helicopter
EN - Hazardous Boarding Or leaving Of Surface Craft
EP - Cargo Handling During Lightening Operations
EQ - Diving - Extra hazardous (Panama Only)
ER - Duty Aboard Surface Craft
ES - Work At Extreme Heights
ET - Fibrous Glass Work
EU - Extreme Cold
EV - High Voltage Electrical Energy
EW - Welding, Cutting, Or Burning in Confined Spaces
EX - Work at High Altitudes with a Commute from Lower Altitudes
EY - Tropical Jungle Duty
*E1 - Overheight Pay (Corp of Engineers Only)
*E2 - Spray Booth Operation (Corp of Engineers Only)
*E3 - Sandblasting (Corp of Engineers Only)
*E4 - Painters in Energized Area (Corp. of Engineers Only)
*E5 - Carpenters in Energized Area (Corp of Engineers Only)
*E6 - Live Line Maintenance (Corp of Engineers Only)
E7 - Fixed Wing
E8 - Protective Clothing
E9 - Hot Sticking

**ENVIRONMENTAL/HAZARD CODES
(CONTINUED)**

Environmental (GS/WG - Pay Status)

FA - Duty Aboard Submerged Vessel
FB - Explosives And Incendiary Material - High Degree
FC - Explosives And Incendiary Material - Low Degree
FD - Poisons (Toxic Chemicals) - High Degree
FE - Poisons (Toxic Chemicals) - Low Degree
FF - Micro - Organisms - High Degree
FG - Micro - Organisms - Low Degree
FH - Pressure Chamber And Centrifugal Stress
FI - Thermal-Chamber Test
FK - Work In Fuel Storage Tanks
FL - Firefighting - High Degree
FM - Firefighting - Low Degree
FN - Experimental Landing/Recovery Equipment Tests
FP - Land Impact Or Pad Abort Of Space Vehicle
FQ - Diving - Skin (Panama Only)
FR - Mass Explosives And/Or Incendiary Material
FS - Duty Aboard Aircraft Carrier
FT - Participating In Missile Liquid or Solid Propulsion
Situations
FU - Diver-Tender Pay
FV - Asbestos
FW - Diving
FX - Working In Pressurized Sonar Domes
FY - Working In Nonpressurized Sonar Domes
FZ - Experimental Parachute Jumps
F1 - Hostile Enemy Fire (NSA Only)
F2 - Threat of Bodily Harm (NSA Only)
F3 - Work in the Destruction Area (NSA Only)
F4 - Extreme Heat (NSA Only)
*F5 - Firefighting (Corp of Engineers Only)
*F6 - Explosive Handling (Corp of Engineers Only)

OTHER CODES

REPRESENTATIONAL HOURS

BA - Negotiations
BD - Labor/Management Relationship
BK - Grievance And Appeals

Official time allotted employees for union and other representational functions and will be reported in the (ENV/HZ/OTH) field as an exception through timecard Format 1 and the SDA. These hours will be returned to personnel via the reverse interface.

FAMILY MEDICAL LEAVE CODES:

DA - Birth of son/daughter or care of newborn
DB - Adoption or foster care
DC - Care for spouse, son, daughter, or parent with a serious health condition
DD - Serious health condition of employee

Family medical leave codes will be reported with the applicable leave codes (LS, LA, LB, LG, KA, LQ, LR, CT, and CN). These codes, DA, DB, DC, DD, DE, DF will be reported in the ENV/HAZ/OTH field as an exception.

FAMILY FRIENDLY LEAVE CODES:

DE - FFL Family Care/Bereavement - Sick Leave taken to 1) provide care for a family member, 2) make arrangements necessitated by the death of a family member or attend the funeral of a family member
DF - Sick Leave for Adoption Purposes - Sick Leave taken for purposes relating to the adoption of a child

Family friendly leave codes will be reported with the applicable leave codes (LS and LG). The codes DE and DF will be reported in the ENV/HAZ/OTH field as an exception.

**ALTERNATE WORK SCHEDULE (AWS) CODES
QUICK REFERENCE FOR FULL-TIME EMPLOYEES**

Definition: Identifies the alternate work schedule (if any) an employee is assigned to.

NOTE: Expanded Definitions can be found at the back of the Job Aid.

- 0 - Not On AWS
- 1 - Flexitour*
- 2 - Gliding Schedule*
- 3 - Variable Day Schedule*
- 4 - Variable Week Schedule (FLSA based on 40 hours weekly)*
- 5 - Maxiflex Work Schedule (FLSA based on 80 hours)*/**
- 6 - Compressed Work Schedule (80 hours scheduled biweekly)**
- 7 - First Forty**
- 8 - Compressed Work Schedule (40 hours scheduled weekly)**
- D - Variable Week Schedule (FLSA based on 40 hours weekly)*
- E - Maxiflex Work Schedule (FLSA based on 40 hours weekly)*/**

* Schedule permits use of credit hours at Activity discretion.

** Schedule allows fewer than 10 workdays in the biweekly period.

SHIFT CODES ASSIGNED

- 0* - Graded Employee
- 1 - First Shift - Ungraded employee
- 2 - Second Shift - Ungraded employee
- 3 - Third Shift - Ungraded employee
- 4 - Rotating Shift

* This is the default value for graded employees

WORK SCHEDULE CODES

- F - Full-time
- G - Full-time - Seasonal
- H - Full-time - On Call
- I - Intermittent
- J - Intermittent - Seasonal
- P - Part-time
- Q - Part-time - Seasonal
- R - Part-time - On Call
- S - Part-time Job Sharer
- T - Part-time Seasonal Job Sharer

T&A STATUS CODES

- A - Active
- P* - Pending Separation
- X** - Deceased

* The effective date of the status change must be the employee's date of separation.
** The effective date of the status change must be the date of the employee's death.

EMPLOYEE STATUS CODE

CODES: MEANING TO T&A

A - Active Current Time Expected
B - Suspension Generates "KB". All Other T&A Codes Rejected
C - Cop-Light Duty (SF50) Current Time Expected
D - Extended Sick Leave Generates "LS". (SF50 OR SF71)
E - DODEA Teacher Summer Recess (Not Valid for Principals)
 Rejects All T&A Received except for DODEA 12-Pay Teachers.
 For 12-Pay Teachers, generates "RD".
F - Furlough (SF50) Generates "KE". All Other T&A Codes Rejected.
K - Extended LWOP (SF71) Generates "KA" But Does Not Display On Screen And If
 PF9 Is Pressed, Will Pay Employee
L - Extended LWOP (SF50) Generates "KA". All Other T&A Codes Rejected.
M - Military Furlough (SF50) Generates "KG". ALLOW entry of LA, LH, LI, LL, LM, LP,
 LQ, LR, LY, CN, CT and KG.
P - Date Of Separation Rejects All T&A Received (Date Effective + 1 Day)
S - Severance Rejects All T&A Received
T - Appointment Canceled Rejects All T&A Received
V - Sabbatical (SF50) Generates "LX". All Other T&A Codes Rejected
W - Extended OWCP (SF50)
 Invalid for Employee Type Code J Generates "KD". All Other T&A Codes Rejected
X - Date Of Death Rejects All T&A Received (Date Effective + 1 DAY)
Z - Severance (Deceased) Rejects All T&A Received

NOTE: T&A will not be generated for employees on non-fixed tours. These employees will need to have T&A input manually, or have a fixed schedule (AWS 0) input for DCPS to generate T&A.

EMPLOYEE TYPE CODES

NOTE: Expanded Definitions can be found at the back of the Job Aid.

- A - Transfer of Function - Involuntary (Panama)
- B - Senior Executive Service (SES)
- C - Consultant/Expert (Intermittent With A Daily Pay Rate)
- D - Physician
- E - Executive
- F - Employees working Uncommon Tour of Duty Schedules
- G - Fire Protection & Prevention Personnel covered under the Firefighters Overtime Pay Reform Act of 1998 (Title 5, Chapter 55, Subpart M - Firefighter Pay)
- H - Future Use - Section 6 Teachers
- J - Post Treaty (Panama)
- L - Law Enforcement Officer
- P - Professor/Faculty Employees (Accelerated FEHB Deductions)
- Q - Non-Leave Earner
- R - Regular - Graded And Ungraded Employees
- S - Standby Premium
- T - DODEA Teachers Or Principals
- U - Administrative Uncontrollable Overtime Annual Premium
- V - Title 32/National Guard Technicians
- W - Foreign National - Regular
- X - Foreign National - Fire Protection Personnel With 112, 120 OR 144 Hours Scheduled Per Pay Period.

**TYPE HOUR CODES
EXPANDED REFERENCE**

PAY TYPE HOURS

RD - Recess Day. This code is used to pay teachers during the Summer Recess period if they have chosen the 12 month payment option. It will system generate while Supplemental Status is "E". Online entry is permitted for other eligible employees.

RG - Straight time pay for graded employees regardless of scheduled hours worked.

RF - Straight time pay for ungraded employees who work first shift.

RS - Straight time plus 7.5% Shift pay for ungraded employees who work second shift.

RT - Straight time plus 10% shift pay for ungraded employees who work third shift.

RX - Regular - Emergency Time. May be input for employee when situation precludes receipt of actual T&A. May be input to local holiday table for all of a payroll office, an Activity, or an organization.

RW - Firefighter Agency Training. This code is used to report hours for a firefighter attending agency sanctioned training.

RN - Firefighter Paid Not Worked. This code is used to report firefighter regular hours paid but not worked, identifying hours the firefighter did not work due to agency sanctioned training. Per Title 5, Chapter 55, employee is entitled to receive regular pay for hours during agency sanctioned training.

OS - Scheduled Overtime. Additional work hours scheduled in advance, as defined in FPM 610. Graded employees' night differential, when appropriate, is payable on scheduled overtime. Ungraded employees' shift differential entitlement is determined and set by the system. If the overtime was worked on a regularly scheduled workday, the shift code is used to determine the overtime rate. If the overtime was worked on a non workday, the shift code from the previous workday is used to compute the overtime rate.

OU - Unscheduled overtime - Additional hours of work not scheduled in advance,

as defined in FPM 610. This code is also used to report law enforcement officers' additional hours worked for which an annual premium is paid for administratively uncontrollable hours. Night Differential for graded employees is not payable on unscheduled overtime. Shift differential entitlement for ungraded employees is determined and set by the system.

**TYPE HOUR CODES
EXPANDED REFERENCE
(CONTINUED)**

OX - Unscheduled Overtime Exception. This code can be used on a non-scheduled workday. This code is also used to report overtime for employees on an intermittent work schedule.

OC - Callback Overtime. Additional hours of work not scheduled in advance, as defined in FPM 610, on a day when work was not scheduled. This code is also used to report additional hours of work for an employee required to return to his place of work. The actual time worked must be entered to ensure correct calculation of pay. The system will determine the difference between the actual time worked on callback and the two hour minimum entitlement under Title 5 and will pay accordingly. The system will determine which shift is payable to ungraded employees who work overtime callback.

OA - Additional FLSA Hours. This code is used when the hours are considered "hours of work" under FLSA only. This includes time spent traveling during regular hours of work on a non-work day; law enforcement officers' lunch periods; the eight hours set aside for eating and sleeping for firefighters who work additional shift where the 2/3 Rule is applicable (the other 16 hours payable are reported as OX or OU).

ON - Overtime Scheduled But Not Worked. This entitlement exists when an employee was unable to work scheduled overtime because of military leave, court leave, traumatic injury leave, or on date of death.

NOTE: National Guard technicians (employee type code V) graded or ungraded are not entitled to overtime. All overtime codes will reject for these employees.

SG - Sunday pay for full-time graded employees when Sunday is a regularly

scheduled workday during the administrative workweek. T&A will edit to ensure that Sunday Premium is payable to this employee.

SF - Sunday pay for full-time ungraded first shift employees when Sunday is a regularly scheduled workday. T&A will edit to ensure that Sunday Premium is payable to this employee.

SS - Sunday pay, including shift differential, for full-time ungraded second shift employees when Sunday is a regularly scheduled workday. T&A will edit to ensure that Sunday Premium is payable to this employee.

**TYPE HOUR CODES
EXPANDED REFERENCE
(CONTINUED)**

ST - Sunday pay, including shift differential, for full-time ungraded third shift employees when Sunday is a regularly scheduled workday. T&A will edit to ensure that Sunday Premium is payable to this employee.

NOTE: Sunday Premium is not payable on any L* codes.

HG - Holiday pay for graded employees who work on the holiday.

HF - Holiday pay for ungraded first shift employees who work on the holiday.

HS - Holiday pay plus shift differential for ungraded second shift employees who work on the holiday.

HT - Holiday pay plus shift differential for ungraded third shift employees who work on the holiday.

HC - Holiday work callback during regularly scheduled work hours. The actual time worked must be entered to ensure correct calculation of pay. The system will determine the difference between the actual time worked on callback and the two hour minimum entitlement under Title 5 and will pay accordingly. The system will default to the shift code assigned unless a temporary shift override is input.

NOTE: If an employee is scheduled to work on a Sunday, which is also the employee's holiday, the holiday pay type code (H) is input in lieu of the Sunday pay type code (S). The system will pay both the Sunday and the holiday.

LEAVE HOURS - PAID

LA - Annual Leave. This code can also be used to advance annual leave, if

the distribution has a blanket leave authorized, a "3" is set in the blanket leave advance indicator of the organization record or if an employee has a preauthorized advance leave amount, a "2" is set in the blanket leave advance indicator. This code when used with an injury number will be counted as one (1) day of COP. **NOTE:** For employees on donated leave for "family emergency", this code must be input and the system will convert to donated.

LB - Advanced Annual Leave. This code is used if an Activity has approved

Advanced annual leave coming in on the timecard. A "1" is set in the blanket leave advance indicator of the organization record.

TYPE HOUR CODES EXPANDED REFERENCE (CONTINUED)

LC - Court Leave

LF - Forced annual leave. The usage of this code is the same as for regular

annual leave (code LA). This code gives management the option of distinguishing between annual leave directed to be taken and annual leave used at the request of the employee.

LG - Advanced Sick Leave - Not allowed for EMP-TYP-CD=A.

LH - Holiday Leave -Employees with AWS codes 0, 1, 2, 6, and 8 (fixed tours) will

Have holiday leave set in their scheduled tour if the holiday occurs on a regularly scheduled workday (except firefighters AWS-0). If the holiday occurs on a non-scheduled workday, the holiday leave code must be entered on the designated "in lieu of" holiday.

Firefighters are not eligible for holidays. Fire chiefs/inspectors may be entitled to holiday leave, but the system will not generate nor display the "LH" for that day. If a Fire Chief/Inspector should be paid for a Holiday absence, code "LH" must be entered as an exception. No fire

protection personnel (Employee type code F or X) will be allowed to enter a Holiday Worked code HG or HC.

For employees with AWS codes 3, 4, 5, and 7, D, or E (non fixed tours), the holiday leave code must be entered as an exception to the normal work schedule for the total hours, not to exceed 8 hours.

The number of holiday leave or holiday worked hours for AWS code 6 and 8 cannot exceed the scheduled hours for that day.

Part time employees do not get In Lieu of Holidays.

LI - DC Guard - military leave. For members of the National Guard of the District of Columbia for all days of parade or encampment. These reported hours will be included on the P6603R01 report until certified orders and funds are received and cleared by the leave certification program.

LJ - Shore Leave

LK - Home Leave

**TYPE HOUR CODES
EXPANDED REFERENCE
(CONTINUED)**

LL - Law Enforcement Leave - This is a special category of military leave for the purpose of aiding in law enforcement in such situations as riots. The statutory limit for such leave is 22 workdays in a calendar year.

Gross military pay received for the period of law enforcement leave must be off set against the civilian pay entitlements.

LM - Military Leave - An employee may use up to 15 days or equivalent hours of Military leave in a fiscal year plus the remaining days from the prior fiscal year not to exceed 30 days or equivalent hours in a fiscal year. Each date this code is reported will remain on the P6603R01 report until a certified copy of the orders is received and leave is cleared by the leave certification program.

LN - Administrative Leave

LP - Restored Annual leave Account #3. If the employee's annual leave balance

Is insufficient to cover reported annual leave and restored annual leave accounts #1 and #2 are insufficient, the system will default to this code. At the end of the leave year any remaining balance will be moved to leave code LQ.

LQ - Restored Annual Leave Account #2. If the employee's annual leave balance

Is insufficient to cover reported annual leave and restored annual leave account #1 is insufficient, the system will default to this code. At the end of the leave year, any remaining balance will be moved to leave code LR.

LR - Restored Annual Leave Account #1. This is the oldest account in the

employee's leave record and is the account that will be defaulted to when the annual leave balance is insufficient to cover annual leave reported via time and attendance. At the end of the leave year of forfeiture, any balance remaining in this account will be forfeited and cannot be restored again.

LS - Sick Leave. This code can also be used to advance sick leave if employee

has preauthorized amount set in master employee record and no sick leave is available. This code when used with an injury number will be counted as one (1) day of COP. **NOTE:** *For employees on donated leave for "self emergency" this code must be input and the system will convert to donated. Not allowed for EMP-TYP-CD=A.

**TYPE HOUR CODES
EXPANDED REFERENCE
(CONTINUED)**

LT - Absence because of a traumatic injury covered under the provisions

of Continuation of Pay (COP). Requires injury number. Do not use on date of injury. (SEE LU) Post-treaty non-U.S. citizens (EMPLOYEE TYPE CODE=J) in Panama are ineligible to report this code. These employees will use "KF" to report non-work due to injury.

LU - Date Of Injury. Hours of non-work due to traumatic injury, chargeable

to administrative leave. Do not use after date of injury. (SEE LT) Do not use injury number. May be reported without hours if applicable.

LV - Excused absence on a regularly scheduled workday such as excused absence due to tardiness. Employee may be excused for tardiness under Title 5, but the period excused is not includable under FLSA. This code is to be used for employees who are on organ donor or bone marrow leave.

LW - Educators' non-work day during the school year. School breaks such as Christmas AND Thanksgiving when they are not working but receive prorated pay.

LX - Periods of non-work which are payable under Title 5 such as date of death, or sabbatical. If employee status code equals "V" for sabbatical leave, T&A will generate this code. If generated, this code may not be overridden.

LY - Time off award (leave) given in lieu of cash award. (Up to scheduled hours biweekly per year - on regular employee would be 80 hrs).

LEAVE HOURS - NONPAID

KA - Leave Without Pay. If the employee status code equals "K" or "L" for extended LWOP, T&A will generate this code. If generated for "L", this code may not be overridden. If generated for "K", this code can be overridden.

KB - Suspension. If the employee code equals "B" for suspension, T&A will generate this code. If generated, this may not be overridden, unless the employee has been changed to Employee Status Code "P" or "X".

KC - AWOL - This code is used for unauthorized absences.

TYPE HOUR CODES EXPANDED REFERENCE (CONTINUED)

KD - OWCP. Employee is in a non-pay status due to receiving compensation from the office of worker's compensation programs. If employee status code equals "W" for extended OWCP, T&A will generate this code. If generated, this code may not be overridden, unless the employee has been changed to Employee Status Code "P" or "X". Leave is accrued/prorated in accordance with the FPM.

These non-pay hours are not included in the non-pay hours used for leave accrual reduction or counted in hours of non-pay for within grade increases. Not allowed for post treaty non-U.S. citizens in Panama - EMPTY-P-CD=J.

KE - Furlough - Lack Of Work. If employee status code equals "F" for furlough, T&A will generate this code. If generated, this code may not be overridden, unless the employee has been changed to Employee Status Code "P" or "X".

KF - Non-duty hours during regularly scheduled work hours. This code will be removed from the system, per DFAS headquarters.

KG - Military Furlough. If employee status code equals "M" for military furlough, T&A will generate this code. If generated, this code may not be overridden, unless the employee has been changed to Employee Status Code "P" or "X". These non-pay hours are not included in the non-pay hours used for leave accrual reduction or counted in hours of non-pay used for within grade increases.

COMPENSATORY HOURS

CC - Compensatory Time Callback - Input the actual time worked. If less than the 2 hour minimum, the system will calculate the difference between actual time and 2 hours for pay purposes as applicable and will record 2 hours to the compensatory time balance.

CE - Compensatory Time Earned. This is the actual number of hours worked as irregular or occasional overtime that are entered in the employee's compensatory earned account to be used at a later time as compensatory time off.

CT - Compensatory Time Taken - This is compensatory time off in lieu of payment for an equal number of hours worked.

CA - Religious Compensatory Time Taken. This code will reduce any available earned religious time balance. If no balance of earned hours is available, up to 40 hours will be advanced.

TYPE HOUR CODES EXPANDED REFERENCE (CONTINUED)

CR - Religious Compensatory Time Earned. This is time worked at the request of

the employee to offset time off for religious reasons. If the religious comp balance is a credit amount, the time worked will reduce that credit. If the employee separates with an unused balance, the balance is paid as part of lump sum at the straight time rate.

CD - Credit Hours Earned. Employee must have an alternate work schedule of

1- 5, 'D&E' and be approved at Activity level. Maximum of 24 hours upon activity approval. These hours are in excess of the basic work requirement but within the biweekly tour of duty. Any separation payment will be at straight time.

CN - Credit Hours Used - This code will reduce any available credit hours earned balance by the used amount.

NOTE: The brief definitions below are for full-time employees. See FPM 610 for a complete description for both full-time and part-time employees.

AWS CODES- Expanded Definitions

CODES DEFINITIONS

- 0 Not on AWS - Employee may have a standard schedule which consists of 8-hour days, 40-hours a week and 80-hours biweekly or an Uncommon Tour of Duty schedule which consists of hours equal to or greater than 90 hours biweekly. These schedules are not considered Compressed, Variable, or Flex schedules within the definition of Alternate Work Schedules. All Uncommon Tour of Duty schedules must be approved by DFAS/HQ prior to being added as valid in DCPS. The 'Uncommon Tour of Duty Schedule Table' contains all schedules currently valid in DCPS.
- 1 Flexitour - A flexible schedule which consists of five 8-hour days, 40 hours each week, and 80 hours biweekly. A fixed arrival time is established for each employee. Credit hours may be authorized for this schedule. Overtime is payable for work in excess of 8 hours in a day or 40 in a week. FLSA calculations will be performed on 40 hours in a week when the FLSA exemption category is in nonexempt.
- 2 Gliding Schedule - The employee has a basic workweek requirement of five 8-hour days, 40 hours each week, and 80 hours biweekly. The employee may vary arrival and departure times without notification. Credit hours may be authorized for this schedule. Overtime is payable for work in excess of 8 hours in a day or 40 in a week. FLSA calculations will be performed on 40 hours in a week when the FLSA exemption category is in nonexempt.
- 3 Variable Schedule - The employee has a basic workweek requirement of 40 hours each week and 80 hours biweekly. The employee may vary arrival and departure times and length of the workday without notification. Credit hours may be authorized for this schedule. Overtime is payable for work in excess of 8 hours in a day or 40 in a week. FLSA calculations will be performed on 40 hours in a week when the FLSA exemption category is in nonexempt. Employees on this schedule must meet the biweekly requirement for regular hours before getting overtime or comp time (on a day without regular hours). Leave will convert the hours to fulfill the tour. Days which have regular hours input will not convert comp time to regular hours. If an employee is on a non-fixed schedule and the employee separates mid pay period, T&A cannot be certified. If the employee's status code indicates that T&A will be generated, note that this is for fixed tour only. Employees on non-fixed tours must have T&A input

manually, or have their schedules changed to a fixed tour, in order for DCPS to generate T&A based on employee status code.

**ALTERNATE WORK SCHEDULE (AWS) CODES
EXPANDED REFERENCE
(CONTINUED)**

- 4 Variable Week Schedule - The employee has a basic work requirement of 80 hours biweekly. The employee may vary arrival and departure times, and length of workday and workweek without notification. Credit hours are authorized for this schedule. Hours in a week will be assumed by the system to have been at the employees request and should be reported as credit hours. FLSA will be computed on a biweekly basis. Employees on this schedule must meet the biweekly requirement for regular hours before getting overtime or comp time (on a day without regular hours). Leave will convert the hours to fulfill the tour. Days which have regular hours input will not convert comp time to regular hours. If an employee is on a non-fixed schedule and the employee separates mid pay period, T&A cannot be certified. If the employee's status code indicates that T&A will be generated, note that this is for fixed tour only. Employees on non-fixed tours must have T&A input manually, or have their schedules changed to a fixed tour, in order for DCPS to generate T&A based on employee status code.
- 5 Maxiflex Work Schedule - The employee has a basic work requirement of 80 hours biweekly. The employee may work less than 5 days per week and/or less than 10 days during the biweekly pay period, and vary arrival/departure times. Core time is only required 3 days a week. Credit hours are authorized for this schedule. Hours worked in excess of 40 hours in a week will be assumed to have been at the employees request and should be reported as credit hours. FLSA will be computed on a biweekly basis. Employees on this schedule must meet the biweekly requirement for regular hours before getting overtime or comp time (on a day without regular hours). Leave will convert the hours to fulfill the tour. Days which have regular hours input will not convert comp time to regular hours. If an employee is on a non-fixed schedule and the employee separates mid pay period, T&A cannot be certified. If the employee's status code indicates that T&A will be generated, note that this is for fixed tour only. Employees on non-fixed tours must have T&A input manually, or have their schedules changed to a fixed tour, in order for DCPS to generate T&A based on employee status code.

6 Compressed Schedule - The employee has a basic work requirement of work 80 hours biweekly. The hours in a week can vary, but the number of regular hours each workday must be scheduled. This is also known as the 5-4/9 plan. The employee may work 9-hour days during 8 days of the biweekly pay period and an 8-hour day on the 9th day to complete 80 hours for the pay period. The tenth day is an off-day. FLSA will be computed on a biweekly basis. Example:
WK #1 --
4 -- 9 Hour days and
1 -- 8 Hour day =
44 Hour week

**ALTERNATE WORK SCHEDULE (AWS) CODES
EXPANDED REFERENCE
(CONTINUED)**

WK #2 --
4 -- 9 Hour days =
36 Hour week =
80 Hours biweekly

7 First Forty - The employee has a basic workweek requirement of 40 hours each week and 80 hours biweekly. The number of hours in a day can vary (0 - 24). If the employee's status code indicates that T&A will be generated, note that this is for fixed tour only. Employees on non-fixed tours must have T&A input manually, or have their schedules changed to a fixed tour, in order for DCPS to generate T&A based on employee status code.

8 Compressed Work Schedule - The employee has a basic workweek requirement of 40 hours each week and 80 hours biweekly. The number of regular hours each workday must be scheduled. Four-day work week - the agency/employee establishes a fixed schedule limited to four 10 hour days. Three-day work week - a fixed schedule limited to three 13 hour 20 minute days.

Examples:

4 -- 10 Hour days =
40 Hour week

3 -- 11 Hour days and
1 -- 7 Hour day =
40 Hour week

3 -- 13 Hour and 20 minute days =
40 Hour week

D Variable Work Schedule - The employee has a basic work requirement of 80

Hours biweekly. The employee may vary arrival and departure times and length of workday and workweek without notification. Credit hours are authorized for the schedule. All regular hours worked in excess of 40 hours in a week will be used in calculating the FLSA entitlement. It will be assumed by the system that the Activity requested the employee to work greater than 40 hours in a week and the excess hours should never be reported as credit hours. FLSA will be computed on a weekly basis. If the employee's status code indicates that T&A will be generated, note that this is for fixed tour only. Employees on non-fixed tours must have T&A input manually, or have their schedules changed to a fixed tour, in order for DCPS to generate T&A based on employee status code.

**ALTERNATE WORK SCHEDULE (AWS) CODES
EXPANDED REFERENCE
(CONTINUED)**

E Maxiflex Work Schedule - The employee has a basic work requirement of 80
Hours biweekly. The employee may work less than 5 days per week and/or less than 10 days during the biweekly pay period, and vary arrival/departure times. Core time is only required 3 days a week. Credit hours are authorized for this schedule. All hours in excess of 40 hours in a week will be used in calculating the FLSA entitlements. It will be assumed by the system that the activity requested the employee to work greater than 40 hours in a week. Hours worked over 40 in a week should never be reported as credit hours. FLSA will be computed on a weekly basis. If the employee's status code indicates that T&A will be generated, note that this is for fixed tour only. Employees on non-fixed tours must have T&A input manually, or have their schedules changed to a fixed tour, in order for DCPS to generate T&A based on employee status code.

EMPLOYEE TYPE CODES

CODES DEFINITIONS

A TRANSFER OF FUNCTION - (TOF-INVOLUNTARY). Grandfathered employees regardless of citizenship (if not a firefighter or teacher) hired in
Panama prior to October 1, 1979, the Organizational Function was transferred
from the Panama Canal Zone to the Department of Defense. These employees are treated the same as Employee Type Code 'R' for pay processing. They have
unique leave accrual and usage requirements.

B SENIOR EXECUTIVE SERVICE. SES's have a Pay Plan Code ES, Steps 1-6,

and no grades. Their annual salary is edited and updated in the pay table for

SES's. They are not entitled to premium pay for overtime, Sunday, hazardous

duty, or night differentials. Includes Executives that retain SES benefits.

C CONSULTANT. These are graded intermittent employees with a pay plan equal

to consultant or expert who are paid a daily rate. No overtime, Sunday, holiday,

or night differential premiums are payable. If nonexempt under FLSA, they will

have a FLSA calculation for "hours of work" over 40 in an administrative

workweek to determine if FLSA is greater. Hours of work must be reported via

time and attendance even though the employee is paid a daily rate. For example, if a consultant works 2 hours on Monday and 16 hours on Tuesday, he/she will be paid the same daily rate each day but 18 hours of work would be applied toward the FLSA hours worked. Salary Scheduled Day. The daily rate will be in the Master Employee Record in the data element. These employees do not have a scheduled hourly rate.

Consultants who work full or part time are paid an hourly rate must be coded an

EMPLOYEE TYPE CODES (Continued)

Employee Type R.

D PHYSICIAN. These employees must be full-time with an 80 hour biweekly tour

of duty or be a part-time employee with a work schedule greater than 40 hours

biweekly. Physicians or dentists may have a physicians allowance not-to-exceed

the amount shown on the General Table. These employees are paid the same as other graded regular employees.

E EXECUTIVE. These employees have a Pay Plan Code EX with Level I - V

(equates to Grades 1 - 5 in DCPS), and no steps. Additional pay for premiums is

not payable. Their annual salary is from the pay schedule for executives. Career

executives that elect to retain SES benefits (PRD= S) are employee type codes of B.

F Employees Working Uncommon Tour of Duty Schedules. These employees

include Fire Protection & Prevention Personnel in Panama, Fire Protection & Prevention Personnel (less than 106 biweekly scheduled hours) not covered under the new Title 5, Chapter 55, Subpart M, and other regular employees with biweekly scheduled hours of 90 or greater. Employees have special FLSA, overtime, and regular pay calculations; receive Annual Standby Premium; and have accelerated leave accruals and usage requirements. They do not receive Holiday premium, Sunday premium, Night Differential, Environmental/Hazardous Duty pay.

G Fire Protection & Prevention Personnel covered under the Firefighter Overtime Pay Reform Act of 1998 (Title 5, Chapter 55, Subpart M - Firefighter Pay).

These employees include Fire Protection & Prevention Personnel, pay plans GS, GM, D*, N*, in occupational series '0081' whose biweekly scheduled hours are equal to or greater than 106. Employees have special pay calculations, and have accelerated leave accruals and usage requirements. They are not entitled to receive Annual Standby Premium, Holiday Premium, Sunday Premium, Night Differential, Environmental Differential, or Hazardous Duty Pay. They may report Unscheduled Overtime or Compensatory Time in lieu of payment of overtime worked outside of their Uncommon Tour of Duty.

H FUTURE USE - SECTION 6 TEACHERS

J Post Treaty, Non-US employees in Panama (if not a firefighter or teacher) hired in Panama on or after October 1, 1979. If the employee is a US citizen they will be Employee Type Code 'R' or 'D'. These employees are treated the same as Employee Type Code 'R' for pay and leave processing.

EMPLOYEE TYPE CODES (Continued)

L LAW ENFORCEMENT OFFICERS. These are full-time employees who receive annual administratively uncontrollable overtime premium which is considered part of basic pay for CSRS, FERS, and FEGLI. Special FLSA calculations and T&A requirements are: lunch periods must be reported as OA (FLSA hours

only); all hours of work must be reported, even the hours for which an annual premium is paid (Code OU, unscheduled overtime). This is necessary to calculate FLSA correctly. Law enforcement officers who do not meet this criteria are considered regular graded employees, Employee Type Code R.

P PROFESSOR/FACULTY at Academy, War College or Post Graduate Schools.
Accelerated FEHB deductions. They will be paid the same as regular graded employees.

Q NON-LEAVE EARNERS are used by the Executive Office of the President and
may not accrue or use annual or sick leave.

R REGULAR GRADED AND ALL UNGRADED EMPLOYEES. Full-time, part-time,
and intermittent employees regardless of type of appointment who do not
meet the criteria of other Employee Type Codes. FLSA calculations will be
performed for nonexempt employees who work in excess of 40 hours in a
workweek. Employees with an alternate work schedule code 4, 5, or 6
(commonly called the 5/4-9 program) will have a FLSA calculation when they
exceed 80 hours of work in a biweekly pay period.

S ANNUAL STANDBY PREMIUM. Employees other than firefighters or fire
chiefs who receive an annual premium for standby duty under the provisions of
FPM 550.141. This premium is considered to be part of basic pay for CSRS,
FERS, and FEGLI. If nonexempt, special FLSA rules apply. They must report all
"hours worked" including scheduled standby time for which an annual premium is
paid. All scheduled hours (regular and standby) must be reported, even when the employee takes leave. Holiday,
scheduled overtime, night differential, or Sunday premiums will not be paid to these employees.

T DODEA TEACHERS OR PRINCIPALS. Their annual salary is divided into two
daily rates. One daily rate is their "classroom" rate, which is their annual rate
divided by classroom days. The other daily rate is their "scheduled" rate which is
their annual rate divided by scheduled days in the school year. These teachers are paid in twenty or twenty-one equal

"full" pay periods in the school year, plus one or two partial pay periods at the beginning and/or end of the school year. In certain cities overseas, teacher's work schedules include Saturdays and Sundays as regular work days. Their biweekly pay is prorated so that each of the full pay periods are the same provided they are in a pay status. To do this, the "scheduled" daily rate is multiplied by the number of days reported for the pay

**EMPLOYEE TYPE CODES
(Continued)**

period. Each scheduled day during the pay period must be reported via Time and Attendance, even recess days. If the employee is in a non-pay status, the "classroom" daily rate is used instead of the "scheduled" daily rate. Non-pay codes should be reported for classroom days and recess days should be reported as recess days. Health and life insurance premiums are also prorated over the 20 or 21 full pay periods. There are special leave accruals and balances. These employees work in a foreign area and usually have foreign allowances and/or differentials for working in a foreign area. Because they work in a foreign area, FLSA does not apply. Sunday premium pay is authorized for educators, principals, and assistant principals whose regular work schedule requires them to work on Sunday.

- U ADMINISTRATIVELY UNCONTROLLABLE OVERTIME PREMIUM.
Employees, other than law enforcement officers, who receive an annual premium for administratively uncontrollable overtime hours under the provisions of FPM 550.151. This annual premium is not considered part of basic pay for CSRS, FERS, and FEGLI. If nonexempt, special FLSA rules apply in that all hours of work must be reported. These employees are not paid unscheduled overtime and cannot earn compensatory time in lieu of payment for overtime.
- V Title 32 Technicians (Army or Air Force). These are graded and ungraded, fulltime, part-time, or intermittent employees. Overtime does not apply to these employees. Guard Technicians are ineligible to report O - codes. They may only report compensatory time.
- W FOREIGN NATIONALS. These are regular graded and ungraded employees who work for the Navy in Guantanamo Bay, Cuba. FLSA does not apply to foreign nationals.
- X FOREIGN NATIONAL FIREFIGHTER AND FIRE CHIEFS. Same as other

foreign nationals except these employees receive an annual premium for standby duty time. They are scheduled to work 112, 120, or 144 hours in a pay period and have the same leave procedures as employee type F (firefighters and fire chiefs). The FLSA does not apply to foreign nationals.